



Request for Qualifications (RFQ) for Design-Build Services for the Covina Senior and Community Center Design-Build Project at Kelby Park

Addendum #5 Issued: July 10, 2017

The changes in this Addendum shall be included in the RFQ and this Addendum will be part of the RFQ documents. All conditions not affected by this Addendum will remain unchanged.

Item 1 - Confidentiality of Financial Records:

The following instructions pertaining to the confidentiality of financial records or other data that constitutes a trade secret are contained in Exhibit A, Page 2 of the Pre-Qualification Questionnaire and are amended as follows:

CALIFORNIA PUBLIC RECORDS ACT

All information submitted in the Pre-Qualification Questionnaire or in response to request for additional information is subject to disclosure under the provisions of the California Public Records Act, Government Code Section 6250 et seq. and the following. Pre-Qualification Questionnaires may contain financial or other data that constitutes a trade secret **or otherwise confidential financial data or confidential statements of personal worth**. To protect such data from disclosure, the DBE should specifically identify the pages that contain confidential information by properly marking the applicable pages and inserting the following notice on the front of its response:

NOTICE

The data on pages _____ of this Proposal response, identified by an asterisk (*) or marked along the margin with a vertical line, contains information which are trade secrets **or otherwise confidential financial data or confidential statements of personal worth**. We request that such data be used only for the evaluation of our response, but understand that disclosure will be limited to the extent that the City of Covina determines is proper under Federal, state, and local law.

The proprietary or confidential data shall be readily separable from the Pre-Qualification Questionnaire in order to facilitate eventual public inspection of the non-confidential portion of the Pre-Qualification Questionnaire.

The City assumes no responsibility for disclosure or use of unmarked data for any purpose. In the event disclosure of properly marked data is requested, the DBE will be advised of the request and may expeditiously submit to the City a detailed statement

indicating the reasons it has for believing that the information is exempt from disclosure under Federal, state and local law. This statement will be used by the City of Covina in making its determination as to whether or not disclosure is proper under Federal, State and local law. The City will exercise care in applying this confidentiality standard but will not be held liable for any damage or injury which may result from any disclosure that may occur.

To ensure the confidentiality of financial records, the City of Covina will keep all financial information confidential, if such documents are clearly marked as such (confidential watermark or header on every page) and submitted in a separately marked envelope.

Item 2 – Section 2.5 RFQ and RFP Schedule:

Section 2.5 RFQ and RFP Schedule is amended as follows:

The following is the anticipated schedule for the RFQ and RFP process and Award of the Design-Build Contract:

Milestone	Date/Time
1. RFQ issued	June 15, 2017
2. RFQ Mandatory Pre-Submittal Meeting and Site Visit at Kelby Park, 815 N. Barranca Avenue, Covina, California 91723	June 26, 2017, 10:00 AM
3. Part A Qualification Requests for Clarification Deadline	July 3, 2017, 2:00 PM
4. Part A Qualifications Due	July 11, 2017, 2:00 PM July 12, 2017, 2:00 PM
5. Invitation to shortlisted proposers to submit Part B Proposals	July 18, 2017
6. Mandatory Pre-proposal Meetings (tentative)	July 24 and 25, 2017
7. Part B Proposal Requests for Clarification Deadline	July 27, 2017
8. Final Addenda Issued (if required)	July 31, 2017
9. Part B Proposal Deadline	August 7, 2017, 11:00 AM
10. Interview (if required)	August 14, 2017
11. Notification of Best Value Proposer	August 15, 2017
12. City Council award of contract (tentative)	TBD August/September, 2017